



TOWN OF PITTSFIELD PLANNING BOARD
Minor Site Plan Submissions
Site Plan Application Checklist

Project Name: _____ Tax Map & Lot No. _____

Name of Reviewer: _____

<u>General Items</u>	Yes	No	N/A	Waiver Requested	Comments
Completed Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Abutters List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Plans</u>					
Four Sets of Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sheet Size Sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scale: Not less than 1"=100'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Match lines where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Four prints of each plan sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date, title, scale, north arrow, on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location map on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name & address of developer on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name & address of designer/ Engineer on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name and address of owner of Record on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<u>Required Exhibits</u>	Yes	No	N/A	Waiver Requested	Comments
Plan of site showing:					
Boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water courses & water bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trees & other vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Topographic features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Buildings					
Showing type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Size of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location on site with setbacks from all boundary lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parking					
Location of off-street parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location of loading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Layout of parking spaces on submitted plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Driveways & Streets					
Location, width, curbing, and type of access and egress to the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Streets within & around the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Solid Waste					
Type and location of solid waste disposal facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signage					
Location, size and design of any proposed signs, outdoor advertising or instructional devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<u>Required Exhibits</u>	Yes	No	N/A	Waiver Requested	Comments
---------------------------------	-----	----	-----	---------------------	----------

Lighting

Location and type of lighting for all outdoor facilities _____

Utilities

Water supply & sewage disposal Facilities _____

Other

Any other exhibits or data the Planning Board may require in order to adequately evaluate the proposal _____

General Standards

Does the Plan Comply with the General Standards of the Site Plan Regulations in the following areas

Design of Development _____

Appropriate Buffers _____

Screening _____

Parking, loading & Pedestrian safety _____

Erosion & Sedimentation Plan _____

Signs & Illumination _____

Access to Public Streets _____

Water Supply & Sewage Disposal _____

Flood Hazard Areas _____

Referral of Plans For Planning Board Use Only

To Conservation Commission _____

Joint hearing with subdivision _____